Activities & Tasks to Implement Transit Pass Payroll Deduction Program in the District

- Identify District Transit Pass Payroll Deduction Program Coordinator

- District Coordinator will conduct survey during transit sales period and send out an electronic broadcast to all employees

- Division of Mass Transportation (DMT) will send authorization packet to District to implement

- District will submit packet of forms to Office of the State Controller (SCO) to set up organization codes by transit operator and designate at least one employee as the primary contact to enroll and disenroll employees

- DMT will provide Transit Pass Payroll Deduction Program database format to Districts to implement

- District will set up Database provided by DMT to store, track and maintain information

- DMT will set up training sessions with district timekeepers for implementation

- District Coordinator will set up groups in Lotus notes per transit operator and update each month, so that as/when changes take place, e.g., Amtrak has a fare increase, one e-mail will go out to all affected employees for notification

- District Coordinator will start enrolling people – maintain a cut-off date

- District Coordinator will provide cashiering with number of passes needed by transit operator

- District Coordinator will prepare and deliver CD-88's to SCO no later than the 15th of each month

- District Coordinator will prepare list of enrollees by transit operator to help in the sorting process

- District Coordinator will go to cashiering to sort and bundle passes for District employees

- District Coordinator will spend approximately 4 hours sorting by District and packaging for distribution

- District Coordinator will send e-mail out to all District Timekeepers that the passes are ready for pickup

- For approximately the next 3-5 days, various timekeepers arrive, pick up package for their units from District Coordinator, go back to their units and notify employees that their passes have arrived

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